

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-005

TO: Charter School Administrators, Directors, Principals
FROM: Maggie Singler
DATE: August 14, 2003
SUBJECT: August 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The August 15, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact a Regional Training Center (<http://www.ade.az.gov/rtc>).

All eligible charter schools have been paid on estimated counts submitted by July 18, 2003. In the event that you did not receive an August 15, 2003 payment, it may be due to missing or late submitted estimated student counts, calendar not submitted online or M & O Deduct forms not submitted. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued. If you have questions or concerns about submitting estimated student counts or M & O Deduct forms please contact Rose Whelihan at (602) 542-8240 or by e-mail at rwhelih@ade.az.gov. Questions regarding entering calendars on line should be directed to David Schuricht at (602) 542-8244 or email at dschuri@ade.az.gov.

Estimated student counts submitted on or before August 22, 2003, will be the basis of September funding; student counts submitted on or before September 19, 2003, will be the basis for October funding. In order to receive a September charter payment, charters must also have submitted a calendar online and a completed/signed M&O Deduct form by August 22, 2003. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a payment in the following month.** It is the responsibility of each charter school to verify that the Charter School Estimated Count report posted on their web page (<http://www.ade.az.gov/districts>), accurately reflects the data submitted. **Charter schools should revise their estimated counts each month to accurately reflect the actual student registration.**

Adjustment to state aid for charters operating 200 days in FY'03 has been applied in the August payment calculation. Special processing is required and has been initiated for charters due to receive additional FY03 funds for 200 day ADM adjustment. This process is expected to take several weeks.

FY04 Audit Service expenditure adjustments have been made in the August payment. In order to be eligible for the increase, charters must have successfully submitted a FY2002 AFR and FY2004 Budget Worksheets that included Non-Federal Audit Services Expenditures. If you did not receive the adjustment and expected to receive it, please check FY2002 AFR and/or FY2004 Budget Worksheet file status.

Please check the submission status of your proposed and adopted budgets as well as your budget worksheets. This may be done at <http://www.ade.az.gov/budget>. If you have questions related to budget submission, please call Rachel Meier at (602) 364-1990 (rmeier@ade.az.gov) or Leslie Martin at (602) 542-8246 (lmartin@ade.az.gov).

If you have any concerns regarding your equalization calculations or payments please contact me at 602-542-8244 or by email at msingle@ade.az.gov.

August 15, 2003